



**Chief of Staff
President's Office**

Position Summary

Mitchell College is seeking an experienced, executive level Chief of Staff (COS), who will report directly to the President. The COS plays a critical role in ensuring that the Office of the President is maximizing her outreach efforts to the internal and external community through concerted and organized communications, by triaging concerns or matters involving the College, which can be efficiently handled without Presidential involvement and by managing the Advisory Council relations on behalf of the President. The COS will also play a key role in structuring and supporting meetings of the Board of Trustees and of internal faculty/staff groups. This is an excellent opportunity for a highly structured and well-seasoned business professional who is strategic in action, self-motivated and highly intuitive.

Required Education and Experience:

- BA/BS degree required, advanced degrees are preferred.
- Exemplary communication (both verbal and written) and interpersonal skills are required.
- Highly effective problem-solving skills and creativity, with the ability to delegate with authority
- 5 or more years' experience in a like position, preferably in a higher education setting.
- Ability to read, analyze, and interpret common professional and technical journals, financial reports and legal documents.
- Ability to respond to common inquiries from students, parents, employees, regulatory agencies or members of the community.
- Ability to maintain databases, perform word processing and develop and maintain spreadsheets in the College's software programs.

As a small liberal arts college, Mitchell developed its distinct educational approach over almost 80 years, blending a tradition of mentoring with an expertise in teaching diverse learning styles to create a highly individualized model that benefits all students. Mitchell is committed to the broader community through building strong, creative and cooperative partnerships. Located on a beautiful waterfront campus in historic New London, it is also home to championship NCAA Division III athletics and the Duquès Academic Success Center which includes the renowned Bentsen Learning Center.

This is a full-time, FLSA exempt level position with excellent College benefits. For full candidate consideration, please send a cover letter, your CV/resume and 3 references (contact information or letters) by **March 2, 2018** to jobs@mitchell.edu. The application review process may commence immediately upon receipt of your letter of interest, though references will not be contacted until the applicant has been notified. For further information regarding our application procedures, you may visit <http://mitchell.edu/careers/>.

Mitchell College is an Affirmative Action-Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, ancestry, political affiliation, sexual orientation, gender identity or expression, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factors.